# Standards for Address Data Entry

General Rules
1. Do not enter all capital or all lower case letters.  Enter mixed case.
2. Do not enter punctuation marks; e.g. comma, period, quotes.
3. Use abbreviations of common words as given in the list of standard abbreviations below.

## ADDRESS TYPE - HOME

| Rule | Example |
|---|---|
| • Enter the Street address and apartment number (if applicable).<br>• Use up to three lines if necessary.<br>• Do **not** enter any periods.<br>• Use the abbreviations from the list below.<br>• Do not enter PO Box in HOME Address Type. | Address: 25 Main St<br>Address:  321 W 85 St Apt 42<br>Address:  104 Grand Ave Ste 21 |
| • If a street address includes a compass direction, use N, S, E, W, NE, NW, SE or SW. | Address:  414 W Main St Apt 5A<br>Address:  1600 Pennsylvania Ave NW |
| • If a street name is a numbered street, use the number only without the "-st", "-nd", "rd", "-th" suffix. | Address:  47 E 75 St |
| • Enter the complete city name. Do not abbreviate. If the city name includes a compass direction, spell out the whole word. | City:  Wilmington<br>City:  New Castle<br>City:  South Bethany |
| • Enter the two character capitalized abbreviation for the state.<br>• Do **not** enter any periods. | Delaware = DE |
| • If the county is Kent, New Castle or Sussex, enter the first letter of the county.<br>• Leave blank if it is not one of Delaware's three counties. | Kent = K<br>New Castle = N<br>Sussex = S |
| • Enter the 5-digit zip code or the 9-digit hyphenated zip-plus-four if known. | Postal = 19901<br>Postal = 19901-1234 |

## ADDRESS TYPE - MAIL

| Rule | Example |
|---|---|
| • Enter the Street address and apartment number (if different than HOME address) or PO Box number.<br>• Use up to three lines if necessary.<br>• Do **not** enter any periods.<br>• Use the abbreviations from the list below. | Address: 124 E Broad St Apt A1<br>Address: PO Box 853 |
| • If a street address includes a compass direction, use N, S, E, W, NE, NW, SE or SW. | Address: 414 W Main St Apt 5A<br>Address: 1600 Pennsylvania Ave NW |
| • If a street name is a numbered street, use the number only without the "-st", "-nd", "rd", "-th" suffix. | Address: 47 E 75 St |
| • Enter the complete city name. Do not abbreviate. If the city name includes a compass direction, spell out the whole word. | City: Wilmington<br>City: New Castle<br>City: South Bethany |
| • Enter the two character capitalized abbreviation for the state.<br>• Do **not** enter any periods. | Delaware = DE |
| • If the county is Kent, New Castle or Sussex, enter the first letter of the county.<br>• Do not enter anything if it is not one of Delaware's three counties. | Kent = K<br>New Castle = N<br>Sussex = S |
| • Enter the 5-digit Postal code or the 9-digit hyphenated zip-plus-four if known. | Postal = 19901<br>Postal = 19901-1234 |

| Abbreviations | |
|---|---|
| Apartment | Apt |
| Avenue | Ave |
| Boulevard | Blvd |
| Building | Bldg |
| Circle | Cir |
| Drive | Dr |
| Floor | Fl |
| Heights | Hgts |
| Highway | Hwy |
| Lane | Ln |
| Place | Pl |
| Post Office Box | PO Box |
| Road | Rd |
| Station | Sta |
| Street | St |
| Suite | Ste |
| Terrace | Ter |
| Turnpike | Tpke |